

LIST A

PROOF OF IDENTITY DOCUMENTS

- An original **Certificate of U.S. Citizenship** (INS Form N-560) with photograph.
- **U.S. Birth Certificate:** An original or certified copy of a United States-issued birth certificate (U.S. Department of State and U.S. Military birth certificates ARE acceptable. Hospital birth certificates are NOT acceptable).
- An original **Certificate of U.S. Naturalization** (INS Form 550 or INS Form 570) with photograph.
- An original, valid, current **West Virginia driver's license**, permit or ID Card, that is expired less than six months with photograph.
- An original, valid, current, unexpired **U.S. Military ID Card**.
- **U.S. Military Retiree Card or Uniform Service Identification Privilege Card** (DD 1173) with current photograph.
- An original, valid, current, unexpired or legally extended **United States Passport** with current photograph.



LIST B

PROOF OF RESIDENCY DOCUMENTS

These documents must show your name and current physical address. As a rule, Post Office Box addresses are NOT accepted as proof of WV residency, except in rural areas where no street address exists, and the Post Office does not deliver mail.

- WV utility bills (not more than 60 days old)
- Tax records with a WV address
- WV mortgage documents, WV homeowner insurance documents for a WV residence or proof of WV home ownership
- WV W-2 form not more than 18 months old
- WV weapons permit
- A Valid WV Motor Vehicles registration card
- WV voter's registration card
- WV driver's eligibility certificate (School Enrollment Form) if applicant is under age 18 with the applicant's WV address
- WV Homestead Tax exemption
- Proof of WV Public Assistance
- Residential rental or lease agreement
- WV DMV Affidavit of West Virginia Residency

*Visit us on the web at
www.dmv.wv.gov or
call us at 1-800-642-9066.*

REV 07/2011



Are you applying for your Driver's License or Identification card?



A GUIDE FOR U.S. CITIZENS

FIRST TIME APPLICANTS

Applicants who have never held a driver's license or ID card, who are transferring a license from out-of-state, or who have a WV driver's license or WV ID card that has been expired for more than six months shall be considered first time applicants. See below for details on what documentation is required.

PROOF OF IDENTITY

- One (1) proof of identity document from **List A**.

PROOF OF SSN (one document required)

- Social Security card or one of the following containing the Social Security number:
 - a) Medicare card issued to the applicant;
 - b) Military Identification card issued to the applicant or an original or certified copy of the military discharge form DD214; or
 - c) W-2 form with the applicant's name and Social Security number and the employer's name and identification number (not more than 18 months old).

PROOF OF RESIDENCY

- Two documents proving you have a West Virginia physical address from **List B**.

ADDITIONAL DOCUMENTS

- If the applicant's name has changed, an original or certified copy of a marriage certificate, divorce decree, or court order is also required.
- Additional documents may be required if a connection between the documents cannot be established.
- Applicants applying for a West Virginia driver's license that are transferring from another state must provide their valid out-of-state license. If the applicant's driver's license is lost or stolen, a certified driving record (no older than 30 days) from their previous state must be submitted.
- If the applicant is under the age of 18 and is applying for an instruction permit or license, a Driver's Eligibility certificate, also known as the School Enrollment Form, is required.



ATTENTION:

**All License Applicants
15-17 Years Old**

You may be eligible for a
Graduated Driver's License
also called a GDL.

For complete details
on West Virginia's
GDL, check out the
program flyer available
online or pick one up at your
regional DMV office.

DUPLICATE LICENSE

Applicants who have lost their license or ID card, who need to change their address, or who need to change their name or other information on their license or ID card must submit the following documents:

- One (1) proof of identity document from list **List A**.
- One (1) document proving you have a West Virginia physical address from **List B**.

If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents cannot be established).

If the applicant's Social Security number is not in the DMV system, the applicant must provide a Social Security card (non-metal), or other documents acceptable by the Division as outlined under **Proof of SSN**. If the Social Security number is incorrect, the only item accepted is the actual Social Security card.

If the applicant is under the age of 18 and is applying for an instruction permit or license, a Driver's Eligibility Certificate (School Enrollment Form), good for 30 days, is also required. This form may be obtained from the applicant's school, or from the applicant's county Board of Education during summer months.

RENEWAL

Applicants who are applying for renewal of their driver's license or ID card must submit the following documents:

- One (1) proof of identity document from **List A**.
- One (1) document proving you have a West Virginia physical address from **List B**.

If the applicant is under the age of 18 and is applying for an instruction permit or license, a Driver's Eligibility Certificate (School Enrollment Form), good for 30 days, is also required. This form may be obtained from the applicant's school, or from the applicant's county Board of Education during summer months.

If the applicant has a CDL, then a valid Department of Transportation long-form physical is also required.

At the time of renewal, the Division checks every Social Security number with the Social Security Administration (SSA). If your information, such as name, number, or date of birth does not match with records of the DMV and the SSA, then you must have the corrected Social Security card before you can be issued a permit, license, or identification card. The Social Security card is the only verification document that may be used when name, number or date of birth does not match.

If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents cannot be established).

Important information about name changes.

Make sure you update your records with the Social Security Administration before you come to DMV to change your Driver's License information.

Reduce your wait by being prepared.

Before you visit the DMV, be sure you have everything you need to get your license. Call us at 1-800-642-9066, and we will be happy to answer any of your DMV questions. If you prefer to visit us on the web, you can find us at www.dmv.wv.gov to access DMV related information anytime you need it!